



# County of Los Angeles CHIEF EXECUTIVE OFFICE

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WILLIAM T FUJIOKA  
Chief Executive Officer

Board of Supervisors  
GLORIA MOLINA  
First District

YVONNE B. BURKE  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

November 2, 2007

To: Supervisor Zev Yaroslavsky, Chairman  
Supervisor Michael D. Antonovich  
Supervisor Gloria Molina  
Supervisor Yvonne B. Burke  
Supervisor Don Knabe

From: William T Fujioka  
Chief Executive Officer

A handwritten signature in black ink, appearing to read "W. T. Fujioka", is written over the printed name and title.

## QUARTERLY OVERTIME REPORTING – REASONS FOR OVERTIME

As discussed in the status memo sent to your Board on September 28, 2005, regarding departments' requests and reasons for their overtime, two reports are attached for your information that classify overtime hours and/or shifts for each department into the following specific categories:

- Implementation of new programs,
- Workload and/or caseload increases,
- Vacancies,
- Recruitment issues or hiring delays and/or
- Hiring freeze

The first report (Attachment I) identifies the number of overtime hours (for FLSA covered positions), and the second report (Attachment II) identifies number of overtime shifts relating to exempt positions (each shift is equal to eight hours of compensatory time-off.)

Responses were received from 38 departments for the second quarter period of October 1, 2007 through December 31, 2007. A total of 2,319,930 hours and a total of 8,425 shifts were requested.

The categories will be discussed below:

Workload/Caseload Increases

The primary reason most departments gave for requiring overtime for both hours and shifts was for workload and/or caseload increases. Approximately sixty-seven percent of the hours requested and eighty-five percent of the shifts requested were required for this reason. (Sheriff and the Office of Public Safety requested more hours primarily due to vacancies.)

Vacancies

Almost twenty-seven percent of overtime hours and approximately five percent of shifts were required by departments for this reason.

Implementation of New Programs

Almost six percent of hours, as well as almost nine percent of shifts were requested primarily for this reason.

Recruitment, Hiring Delays and Hiring Freeze

Less than one percent of overtime hours and approximately one percent of shifts were requested for recruitment and hiring delays. No department requested overtime hours or shifts due to hiring freeze.

The departments' requests for overtime represent the maximum possible overtime hours that may be required; and it is possible that all hours requested may not be used during the quarter. CAO staff will continue to monitor all future requests for overtime on a monthly basis, and the specific circumstances behind the requests.

If you have any questions please call me, or your staff may contact Ed Corser at (213) 974-2291.

WTF:DL:SK  
EC:AB:ljp

Attachments

c: All Department Heads (via electronic mail)

**Attachment I**  
**COUNTY OF LOS ANGELES**  
**QUARTERLY REQUEST FOR OVERTIME RECAP**  
**OVERTIME HOURS REQUESTED BY DEPARTMENT**

October 2007 - December 2007

Department	Total Overtime Hours Requested for Positions Coded c or n	Percent to Total
Affirmative Action Compliance	24	0.00%
Agricultural Commissioner/Weights & Measures	9,998	0.43%
Alternate Public Defender	688	0.03%
Animal Care & Control	520	0.02%
Assessor	13,390	0.58%
Auditor Controller	2,806	0.12%
Beaches and Harbors	542	0.02%
Board of Supervisors	829	0.04%
Chief Executive Office	1,414	0.06%
Chief Information Office	0	0.00%
Children & Family Services	56,166	2.42%
Child Support Services	5,064	0.22%
Community & Senior Services	3,982	0.17%
Consumer Affairs	495	0.02%
Coroner	2,987	0.13%
County Counsel	454	0.02%
District Attorney	2,001	0.09%
Fire	643,117	27.72%
Human Resources	1,188	0.05%
Internal Services Department	29,596	1.28%
Mental Health	38,778	1.67%
Military & Veterans Affairs	192	0.01%
Museum of Art	912	0.04%
Museum of Natural History	206	0.01%
Office of Public Safety	80,591	3.47%
Ombudsman	0	0.00%
Parks & Recreation	10,207	0.44%
Probation	98,932	4.26%
Public Defender	690	0.03%
Public Health	29,057	1.25%
Public Social Services	76,005	3.28%
Public Works	68,763	2.96%
Public Library	9,533	0.41%
Registrar-Recorder	144,186	6.22%
Regional Planning	1,854	0.08%
Sheriff	981,239	42.30%
Treasurer & Tax Collector	3,524	0.15%
<b>TOTAL HOURS</b>	<b>2,319,930</b>	<b>100.00%</b>

Reason for Overtime					
# of Overtime Hours Requested due to Implementation of New Programs	# of Overtime Hours Requested due to Workload and/or Caseload Increases	# of Overtime Hours Requested due to Vacancies	# of Overtime Hours Requested due to Recruitment Issues or Hiring Delays	# of Overtime Hours Requested due to Hiring Freeze	Total Hours Reported in the New Format
0	24	0	0	0	24
24	7,338	1,318	1,318	0	9,998
0	688	0	0	0	688
0	520	0	0	0	520
2,975	10,415	0	0	0	13,390
0	2,806	0	0	0	2,806
0	254	248	40	0	542
164	645	20	0	0	829
0	1,414	0	0	0	1,414
No Overtime Hours Requested					
12,623	39,961	3,506	76	0	56,166
1,988	1,540	1,536	0	0	5,064
0	3,723	259	0	0	3,982
0	495	0	0	0	495
0	2,176	410	401	0	2,987
0	454	0	0	0	454
0	1,929	72	0	0	2,001
0	643,117	0	0	0	643,117
120	1,068	0	0	0	1,188
0	24,985	4,611	0	0	29,596
6,617	24,110	4,117	3,934	0	38,778
0	192	0	0	0	192
0	912	0	0	0	912
206	0	0	0	0	206
75	20,735	59,416	365	0	80,591
No Overtime Hours Requested					
2,023	6,167	1,030	987	0	10,207
60	94,726	3,979	167	0	98,932
64	626	0	0	0	690
1,910	22,078	3,213	1,846	10	29,057
0	76,005	0	0	0	76,005
2,463	63,655	1,488	1,157	0	68,763
56	8,371	970	136	0	9,533
11,941	131,190	1,055	0	0	144,186
0	1,543	155	156	0	1,854
91,465	350,044	539,730	0	0	981,239
151	2,994	358	21	0	3,524
<b>134,925</b>	<b>1,546,900</b>	<b>627,491</b>	<b>10,604</b>	<b>10</b>	<b>2,319,930</b>

Department Percent to Total Hours

5.82%

66.68%

27.05%

0.46%

0.00%

100.00%

**Attachment II**  
**COUNTY OF LOS ANGELES**  
**QUARTERLY REQUEST FOR OVERTIME RECAP**  
**OVERTIME SHIFTS REQUESTED BY DEPARTMENT**

October 2007 - December 2007

Department	Total Overtime Shifts Requested for Positions Coded x	Percent to Total	Reason for Overtime					Total Shifts Reported in the New Format
			# of Overtime Hours Requested due to Implementation of New Programs	# of Overtime Hours Requested due to Workload and/or Caseload Increases	# of Overtime Shifts Requested due to Vacancies	# of Overtime Shifts Requested due to Recruitment Issues or Hiring Delays	# of Overtime Shifts Requested due to Hiring Freeze	
Affirmative Action Compliance	0	0.00%	No Overtime Shifts Requested					
Agricultural Commissioner/Weights & Measures	34	0.40%	0	34	0	0	0	34
Alternate Public Defender	9	0.11%	0	9	0	0	0	9
Animal Care & Control	180	2.14%	0	180	0	0	0	180
Assessor	50	0.59%	0	50	0	0	0	50
Auditor Controller	601	7.13%	0	601	0	0	0	601
Beaches and Harbors	3	0.04%	0	3	0	0	0	3
Board of Supervisors	100	1.19%	11	89	0	0	0	100
Chief Executive Office	609	7.23%	0	609	0	0	0	609
Chief Information Office	1	0.01%	0	1	0	0	0	1
Children & Family Services	518	6.15%	250	215	53	0	0	518
Child Support Services	66	0.78%	35	31	0	0	0	66
Community & Senior Services	107	1.27%	0	105	2	0	0	107
Consumer Affairs	0	0.00%	No Overtime Shifts Requested					
Coroner	0	0.00%	No Overtime Shifts Requested					
County Counsel	38	0.45%	0	38	0	0	0	38
District Attorney	932	11.06%	0	932	0	0	0	932
Fire	315	3.74%	0	315	0	0	0	315
Human Resources	560	6.65%	38	522	0	0	0	560
Internal Services Department	534	6.34%	0	345	189	0	0	534
Mental Health	675	8.01%	94	559	10	12	0	675
Military & Veterans Affairs	0	0.00%	No Overtime Shifts Requested					
Museum of Art	0	0.00%	No Overtime Shifts Requested					
Museum of Natural History	0	0.00%	No Overtime Shifts Requested					
Office of Public Safety	44	0.52%	0	34	5	5	0	44
Ombudsman	0	0.00%	No Overtime Shifts Requested					
Parks & Recreation	437	5.19%	49	317	29	42	0	437
Probation Department	49	0.58%	0	49	0	0	0	49
Public Defender	32	0.38%	4	28	0	0	0	32
Public Health	818	9.71%	98	602	76	42	0	818
Public Social Services	455	5.40%	0	455	0	0	0	455
Public Works	225	2.67%	14	199	6	6	0	225
Public Library	89	1.06%	39	41	9	0	0	89
Regional Planning	23	0.27%	7	16	0	0	0	23
Registrar-Recorder	493	5.85%	65	371	57	0	0	493
Sheriff	337	4.00%	0	334	3	0	0	337
Treasurer & Tax Collector	91	1.08%	5	72	14	0	0	91
<b>TOTAL SHIFTS</b>	<b>8,425</b>	<b>100.00%</b>	<b>709</b>	<b>7,156</b>	<b>453</b>	<b>107</b>	<b>0</b>	<b>8,425</b>

Department Percent to Total Shifts

8.42%

84.94%

5.38%

1.27%

0.00%

100.00%